

NORCO COLLEGE

Riverside Community College District

OFFICE OF THE DEAN OF INSTRUCTION

To: Department Chairs
FROM: Carol Farrar, interim Dean of Instruction
RE: Pay codes
10 January 2011

When making teaching assignments, please inform the IDS which pay code the faculty member chooses to utilize. Common pay codes are listed below. This is especially important for full-time faculty and should be one of the standard pieces of information that you obtain from the faculty member.

Part-time faculty do not need to be consulted; however, the designation of PD2 should come from the Department Chair.

PAY CODES

CODE	DEFINITION
D1	Full-time faculty assign section to contract
D9	Full-time faculty assign section to overload
D4	Full-time faculty assign section to load bank
SD9*	Full-time faculty assign section to intersession pay
D2	Part-time faculty regular assignment
PD2**	Part-time faculty assign section to cover all or part of a FT faculty member's reassign time

* INTERSESSION PAY | SD9

[Full-time faculty] may choose either the summer **or** the winter intersession for compensation at the [intersession rate] 5/8 rate, if such intersession is **not** part of their annual teaching loads [not D1].
...only **one** intersession will be paid based on the [intersession] 5/8 rate.
(per contract: Article XXI Section D)

** REASSIGN TIME TO PART-TIME FACULTY | PD2

When a Full-time faculty member receives reassign time, he/she is reassigned from a normal teaching load in order to take on other duties; that teaching load must be "*reassigned*" to a part-time faculty member.

Assigning a part-time faculty member is a pay code issue only and does not alter the pay or employment status of the part-time employee.